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	Process Owner Registrar	Approval Authority Director for Academics	

1. Purpose & Scope

The purpose of this procedure is to define the process for entering, maintaining a central data repository for student records for the development of transcripts and other educational documents for Navy, Air Force, Army, and Coast Guard Medical Personnel.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-002, Quality Systems Document Control, b) BUMEDINST 1510.22.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **Admission Package:** Student specific file containing data, NSHS Form 1510/1.

3.2 **Medical Schools:** Navy Basic (A) & Advanced (C) School located at NSHS San Diego, NSHS Portsmouth, and their detachments. This includes Hospital Corps School, Great Lakes, IL.

4. Document Review & Concurrence

5.

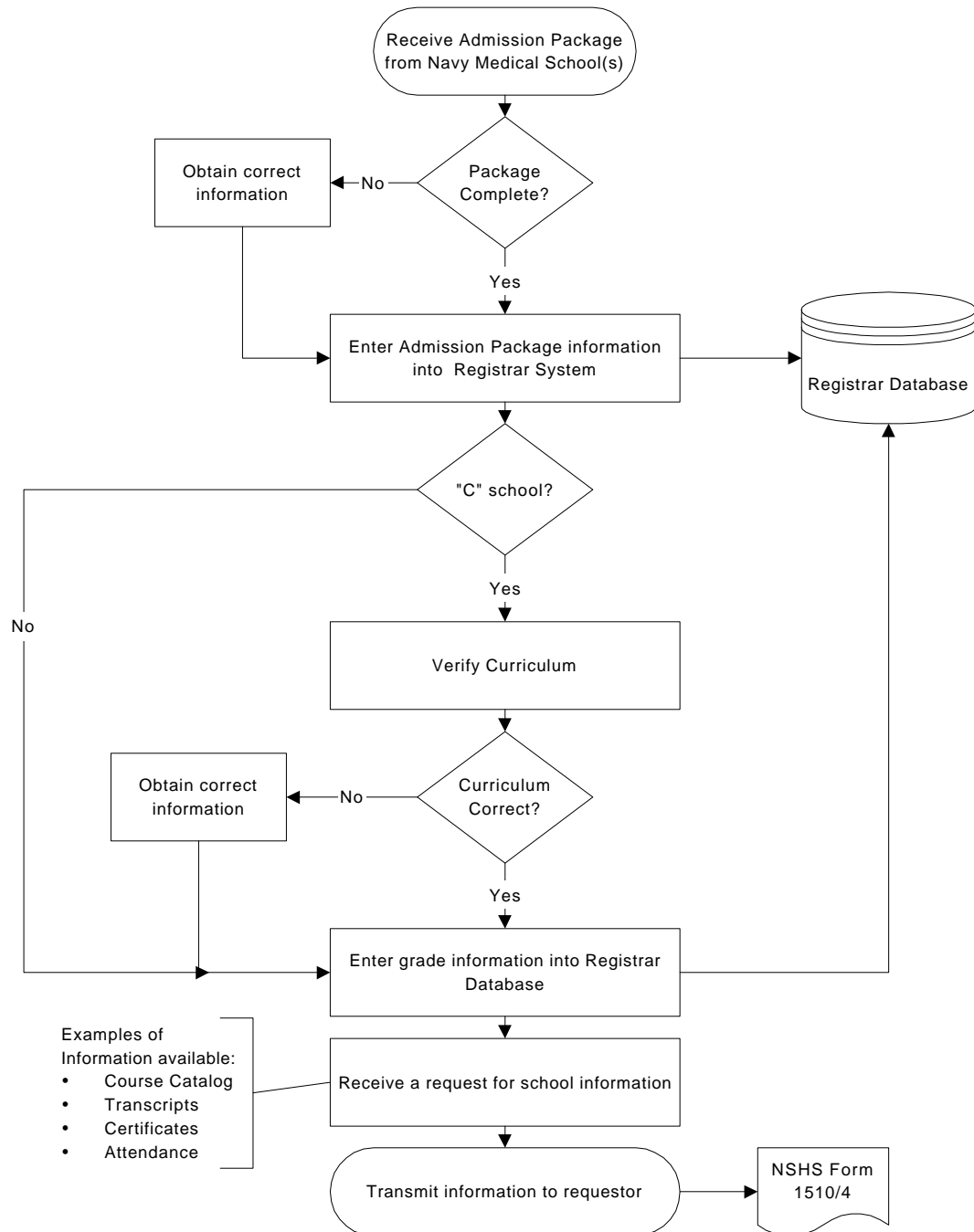
Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Registrar	OA(Process Owner)	Mr. J. Behnke	Director of Academics	OA	CDR L. Hearin
Assistant Registrar	OA1	B. Miller	Clerk	OA1	C. Prichard

6. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	21 Mar 01

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7. Process Flowchart



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8. Quality Records

<i>Record Name</i>	<i>Owner</i>	<i>Location</i>	<i>Indexing</i>	<i>Duration</i>	<i>Disposition</i>
Registrar Database	Registrar	Database	By SSN, Class	Permanent	Destroy per SECNAVINST 5212.5 series

9. Addendum

N/A